Professional Responsibilities: *Reflecting on Teaching* (4a)

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Features of this component:

* Accuracy
* Use in future teaching

Flag relevant pages in *The Teacher’s Daybook* to share with others. Look for (among others):

* A key or recurring element of the *Daybook* that speaks to this component feature(s)
* A particularly useful activity or practice
* An intriguing approach or way of thinking about yourself and/or your professional practice
* A key quotation that speaks to your experience or belief system

Your Notes/Connections:

* Weekly reflections, end of each week
* End of the year reflections (138-139)
* Monthly reflections, end of each month
* Personal and professional assessment (156)
* Tips for professional learning: Looking Back, Looking Ahead (123)
* “Think in Threes—i.e., students/parents/school, past/present/future, etc. (97)

Professional Responsibilities: *Maintaining Accurate Records* (4b)

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Features of this component:

* Student completion of assignments
* Student progress in learning
* Non-instructional records

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* A particularly useful activity or practice
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Your Notes/Connections:

* Activity/Practice: Templates (153); Teacher’s Checklist (140); Daily lesson Planner (146)
* Intriguing Approach: Personal/Professional Needs Assessment (156)
* Key Quotation: “Don’t procrastinate…” (130; “Set and know your limits…” (124)

Professional Responsibilities: *Communicating with Families* (4c)

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Features of this component:

* Information about the instructional program
* Information about individual students
* Engagement of families in the instructional program

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* A key quotation that speaks to your experience or belief system

Your Notes/Connections:

* Key Elements: Maintain key relationships (68); document concerns (104)
* Useful Activities or Practices: Check up/Check In (45)
* Intriguing Approach: Student Letters (111)’ Dress for comfort and respect (92)
* Key quotation: “Reaching out…” (61)

Professional Responsibilities: *Contributing to the School and District* (4d)

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Features of this component:

* Relationships with colleagues
* Service to the school
* Participation in school and district projects

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* A particularly useful activity or practice
* An intriguing approach or way of thinking about yourself and/or your professional practice
* A key quotation that speaks to your experience or belief system

Your Notes/Connections:

* Key Elements: Collaboration and Conversation (throughout the *Daybook*)
* Useful Activities or Practices: Join the Conversation (29)
* Intriguing Approach: Honor Your Role (92)
* Key quotation: “Teaching is an act of faith.” (107)

Professional Responsibilities: *Growing and Developing Professionally* (4e)

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Features of this component:

* Enhancement of content knowledge and pedagogical skill
* Service to the profession

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* An intriguing approach or way of thinking about yourself and/or your professional practice
* A key quotation that speaks to your experience or belief system

Your Notes/Connections:

* Weekly Planner: Plan Ahead; Weekly Reflections; Tips for Teachers; Personal and Professional Weekly Focus/Goal; Well Words
* Personal and Professional needs Assessment (156)
* Professional Portfolio Page (158)
* Tips for Professional Learning (65)

Professional Responsibilities: *Showing Professionalism* (4f)

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Features of this component:

* Service to students
* Advocacy
* Decision making

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* A particularly useful activity or practice
* An intriguing approach or way of thinking about yourself and/or your professional practice
* A key quotation that speaks to your experience or belief system

Your Notes/Connections:

* Tips for Teachers (e.g., 108)
* Tips for Teaching (e.g., 28)
* Personal Directory (160)
* Professional Portfolio (158)
* Academci habits Self-Evaluation (149)
* Long-Term Professional/Personal Planner (142)
* Tips for Professional Learning (29)